

District Health Department No. 2
Board of Health Meeting
630 Progress St., West Branch, MI
Video Conference
Monday, February 28, 2022
8:30 a.m.

ROLL CALL OF BOARD MEMBERS: Commissioner Dutcher (DHD2 Tawas Office), Commissioner Gauthier (Remote) Commissioner McCauley (DHD2 Mio Office), Commissioner O'Farrell (DHD2 West Branch Office), Commissioner Small (DHD2 Harrisville Office), Commissioner Surbrook (DHD2 West Branch Office), Commissioner Varner (Remote), Commissioner Vaughn (DHD2 West Branch Office)

NOTE: March 4, 2022, it was noted that a quorum was not achieved sufficiently, minutes are available; however, no action will be taken on motions made; and motions will be brought to the March Board of Health.

STAFF PRESENT: Denise Bryan (Health Officer); Devin Spivey (Deputy Health Officer); Connie Shaw (Administrative Director); Cori Upper (Environmental Health Director); Rose Stachlewicz (Human Resources); Scott Izzo (Epi/Community Health Director); Heather LeForce (DON/Community Health Director); Cliff Church (AFSCME Union President)

PUBLIC PRESENT: Cynthia Scott, Stephenson & Company, P.C; and one other

The meeting was called to order by Commissioner Jay O'Farrell, Board Chair at 8:32 a.m.

Approval of Agenda

- **Motion made by Commissioner Dutcher and seconded by Commissioner Vaughn to approve the agenda.**
All Ayes/Motion Passed

Open to the Public: No comments

Approval of Minutes

- **Motion made by Commissioner Varner and seconded by Commissioner Surbrook to accept the minutes from the January 22, 2022, Board of Health meeting.**
All Ayes/Motion Passed

Approval of Expenditures

- Health Officer stated accounts payable for good faith invoices should be \$62,359.57. Health Officer detailed \$23,875.87 invoices that eagerly were paid under the good faith policy. Health Officer read line listing of invoices and provided explanation of expenses. (See attached)
- **Motion made by Commissioner Dutcher and seconded by Commissioner Surbrook to approve the expenditures of \$471,698.84.**
Roll Call: Dutcher: Yes, Gauthier: Yes, McCauley Yes, O'Farrell: Yes, Small: Yes, Surbrook: Yes, Vaughn: Yes, Varner: Yes/**Motion Passed**

Approval of Accounts Payables

- **Motion made by Commissioner Surbrook and seconded by Commissioner Dutcher to approve the accounts payable of \$8,518.31.**
Roll Call: Dutcher: Yes, Gauthier: Yes, McCauley Yes, O'Farrell: Yes, Small: Yes, Surbrook: Yes, Vaughn: Yes, Varner: Yes/**Motion Passed**

Presentation:

- **Cindy Scott, Stephenson & Company, P.C; 2020/2021 Audit Report.** Ms. Scott presented the commissioners with a PowerPoint presentation and provided Single Audit Reports Year Ended September 30, 2021 and presented Auditors Report Year Ended September 30, 2021.
Motion made by Commissioner Dutcher and seconded by Commissioner Surbrook to receive and file the financial audit reports.
Roll Call: Dutcher: Yes, Gauthier: Yes, McCauley Yes, O'Farrell: Yes, Small: Yes, Surbrook: Yes, Vaughn: Yes, Varner: Yes/**Motion Passed**

Department Updates

Community Chief Health Strategist:

- National Behavioral Health well-being curriculum study. April Washington DC all expenses covered.

- MiCelerity: real-time drug poisoning surveillance system by MDHHS
- Disability Information and Access Line (DIAL) National/State/Local collaboration to assist people living with disabilities get vaccinated and access COVID-19 tests. Call 888-677-1199 M-F, 9a - 8p or email DIAL@usaginganddisability.org
- Baby formula recall posted
- Immunizations site visit conducted with no missed indicators
- WIC in-person clinics to begin March 1st, with increased emphasis on increasing immunizations, fluoride varnish, lead and hemoglobin testing.
- PFAS: RAB meeting in February. Concern for promotion of current Air Force lead and losing momentum. Veterans concerned for PFAS exposure and health impacts from historical time on base, Oscoda area PFAS exposure assessment being conducted.
- COVID pandemic: Cases are decreasing. Hospitalizations decreasing. Mask guidance/language changed.

Financial Updates:

- Harrisville building purchase went very smoothly.
- Health Officer closed D2 at noon regarding inclement weather - icy winter storm on Tuesday, February 22, 2022
- Grievances: We currently have four grievances. The first grievance is over an employee's suspension for failure to get permission for vacation day prior to the workday. The other three grievances are from four employees over their pay increases regarding Tier II to Tier I. Eight staff affected. Two situations. Special Conference held: Feb. 3. PARA request received regarding two years of Change of Status.
- Legal issues: 1. EH litigation. No new update. Response sent in on time from S. Freel. 2. MERS CQI: fee paid, and forms submitted. No new update. 3. Off Boarded by NetSource with retaining contract payment liability. In negotiations. Offered \$10,000.
- Renewed Nurse Practitioner Contract with 1.5 percent increase.
- Shared resources and business sustainability planning. Union denied ability to share temporary/pilot two positions between D4. The missed benefits: Cost savings, help with getting work done, competitive for grants, and employee growth.
- Customer and community service priority. Business Pillars: 1. Finance. 2. IT as tools for efficient and effective processes. 3. Staff – engage, investing in and mentoring.
- Grant opportunity with NMORC.
- Hires: One-FT Health Resource Advocate grant funded leadership position will begin employment March 8, 2022.
- Vacancies: We have interviewed nurses; however, they are not accepting the positions due to competitiveness of wages that we are unable to offer.
- Increasing utilization of Patagonia EMR for all programs.
- Congratulations to the finance team for an excellent audit report.

Continuous Quality Improvement:

- Roof in West Branch situation. Likely need work regarding insulation. Secondly: Would not allow any staff on the roof.
- Cybersecurity audit underway.
- Spectrum Telephone Business Plan: Quote expired Monday, February 28, 2022. Reviewing organizational needs.
- Incident Reports: We had an incident occur February 18, 2022, highlights importance of escorting public and clients to exit doors/waiting rooms.
- Increasing more checks and balances, self-audits, and accounts payable CQI ensuring all invoices are paid timely.
- Contract spreadsheet and organization CQI.

Unfinished Business:

- Harrisville building purchase documents shared.
Motion made by Commissioner Dutcher and seconded by Commissioner Gauthier to approve the consideration of seeking sealed Engineer/Architecture plans for 117 E. Main, Harrisville, Michigan 48740.
Roll Call: Dutcher: Yes, Gauthier: Yes, McCauley Yes, O'Farrell: Yes, Small: Yes, Surbrook: Yes, Vaughn: Yes, Varner: Yes/**Motion Passed**
- Type II Water Sampling Bidding Closed/1 Bid Received. Commissioner Chair O'Farrell opened and read the proposal.
Motion made by Commissioner Surbrook and seconded by Commissioner Vaughn to approve the bid received by NM Water Operations, LLC to provide water sample collection for the Type II water supply collection program.
Roll Call: Dutcher: Yes, Gauthier: Yes, McCauley Yes, O'Farrell: Yes, Small: Yes, Surbrook: Yes, Vaughn: Yes, Varner: Yes/**Motion Passed**

New Business

Environmental Health Fee Schedule Update

- **Motion made by Commissioner Dutcher and seconded by Commissioner Surbrook to approve the attached proposal for the updated Environmental Health Fee Schedule.**
Roll Call: Dutcher: Yes, Gauthier: Yes, McCauley Yes, O'Farrell: Yes, Small: Yes, Surbrook: Yes, Vaughn: Yes, Varner: Yes/**Motion Passed**